

## REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

June 30, 2015

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Don Merkes, and Roy Kordus present on roll call. Also present were Melanie Krause, General Manager; William Menting, Electric Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Business Operations Accountant and John Teale, Technical Services Engineer.

Those excused were Commissioner Zelinski, Customer Services Manager Maurer, and Engineering Manager Grenell. Those absent were Commissioner Roush.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Merkes, seconded by Comm. Kordus, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of May 27, 2015
- B. Approve and warrant payments summarized by checks dated June 4-24, 2015, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$723,428.92, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
  - Copy of Menasha Utilities Annual Drinking Water Quality Report dated June 2015
  - Copy of the June 2015 MU Employee Newsletter
  - Copy of News Release dated June 3 RE: High School Scholarship
  - Copy of letter from Quinn Kinser dated June 12 RE: Thank you
  - Copy of the Public Service Commission of Wisconsin Notice of Proceeding dated June 3 RE: Consideration of joint application to transfer two customers

Item IV. Claims Against The Utility – There were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, Bids for Fox River Crossing – Engineering Manager Grenell reviewed the bid opening held on June 16, 2015 for construction. Six bids were received with Henkels & McCoy being the low bidder at \$175,378.46.

A motion by Comm. Kordus, seconded by Comm. Merkes, was unanimously approved on roll call to award the bid for the Fox River Crossing Construction Labor contract to Henkels & McCoy, in the amount of \$175,378.46. The Commission also recommended the Board of Public Works approve and award this bid to Henkels & McCoy and then forward it to the Common Council for Approval.

Item VII. New Business, Organizational Chart – A 5 year organizational structure plan was included in the packet outlining proposed title, job duty, and structure changes along with potential new positions within the organization. Employee head count changes will be discussed during the budget process.

The motion by Comm. Merkes, seconded by Comm. Kordus was unanimous to approve the proposed organizational chart as presented.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The May report was discussed.

May Financial and Project Status Reports – Electric Net Operating Income is less than budget due mainly to higher purchase power costs which are anticipated to decrease in the upcoming months. A column was added to the Electric Project Status Report titled “Budgeted/Projected End Date.”

Water consumption was lower than budget by 2.5% driven mainly by the Industrial class; system losses are higher in May due to water main flushing; and Net Operating Income remains higher than budget due to less expenses overall.

For Telecommunications, a fiber line for a new customer has been connected.

After discussion, the Commission accepted the May Financial and Project Status Reports as presented.

Project Reports, Water Plant projects – The Chemical Feed Building project is progressing as expected.

Source Water Study Update – Staff is waiting on Appleton’s numbers to proceed to the next step in the process.

Lead & Copper Testing/Lead Water Service Ordinance – The 2000 Madison case outlining their proposed lead replacement plan to the PSC was discussed. The PSC has not gotten back to the Utility regarding the pre-paid option that was submitted to them.

Metering Practice & Plan – Staff continues to work with the PSC on the coincident rider.

Mr. Grenell updated the Commission on the current distribution work being performed. Underground work on ONE Menasha Center was used as a training exercise and was received well with employees; Ponds phase II has begun; and staff is preparing for the Racine Street interchange crossings project.

Item IX. No one from the Gallery was heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 9:03 a.m.

By: MARK L. ALLWARDT  
President

ROY KORDUS  
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL  
ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE  
SUBJECT TO REVISION.